

Greenville Transit Authority
Board of Director's Meeting
County Square (Bauer Conference Room H)
April 26, 2010 – 12:00 p.m.

Board Members in Attendance:

Mr. John Boyd, Mr. Matt Carter (Chairman), Mr. Trey Fouché, Mr. David Mitchell (Asst. Chairman), Mr. Kenneth Swain (Treasurer) and Mr. Jan Williams

Absent Board Member(s):

Mr. Al Gray

Staff in Attendance:

Greg Baney (Transit Planner/Grants Manager)
Lorrie Brown (Admin. Assistant)

Carl Jackson (Transportation Director)
Shelia Schmitt (Transit GM)

Others in Attendance:

John Castile (Interim City Manager), Sid Cates (County Council), Karen Crawford (Interim Comptroller), Doug Emr (Citizen), Doug Frate (Office of Planning SCDOT), Lee Davis (CUICAR), Lee Hutcheson (Candleton Apts.), Phillip Lemmon (ACOG), Gaye Sprague (City Council)

Meeting Called to Order at 12:01 p.m.

Quorum Established

Welcome and Introductions

Public Comments:

Lee Davis, Graduate Programs Coordinator for Automotive Engineering Program at CUICAR (Clemson University International Center for Automotive Research), gave a presentation to the Board. She requested transportation for CUICAR students. Their facility is located at I-85 and 385 Corridor. She is seeking transportation to the CU-ICAR complex.

Immediate Neighbors:

- Verdae Development (mixed use development facility with an approximate population of 10,000)
- Hubbell Lighting Corporation Headquarters (over 350 jobs created)
- St. Francis (Innovation Drive) approximately 500 new jobs created

Up and coming facilities on Millennium Boulevard are:

- American Titanium Works (which will employ 3,500). The Roadways have been made.
- Proterra
- Sage Automotive Interiors
- Center for Emerging Technologies

Background of their student population:

Most of their students are in Masters and PhD programs. They currently have approximately 55 students pursuing PhDs and Masters. Two-thirds of the students are international students and are accustomed to having access to public transportation. Most of these students do not own cars. CUICAR faced two main obstacles 1) finding transportation and 2) finding housing for these students. Ms. Davis is requesting help from the GTA Board for solutions to meet the transportation needs of their students to the Apartment Complexes. When they were looking for apartment complexes they looked at distance and affordability. The most affordable complexes identified in a five mile radius were: 1) Laurel Woods Apartments 2) Candleton Village Apartments 3) The Plantation and 4) Century Forest Superior Apartment Homes. Candleton Village Apartment Homes were the successful bidder via request for proposal; therefore, it is anticipated that most students will stay at Candleton Village Apartments. The primary time students would generally need to have access to public transportation would be from 8 am – 6 pm. The Automotive Engineering Program would like to offer evening classes for their students and those in the community who would like to pursue an automotive degree part-time. Therefore, there would be a need for longer service.

Lee Hutcheson, Community Manager, Candleton Village Apartment Homes (Woodruff Rd.) addressed the board. She is requesting a bus stop at the Mall connector road which would pick up and drop off students at I-CAR Millennium campus. Currently, there are safety concerns with students walking across Laurens Rd. to get to CUICAR; it is dangerous for students

to cross the bridge. There is a bus stop on the mall connector road, but it does not take them to the Millennium campus. They are trying to be proactive, since, there are twenty-six (26) students scheduled to start in August. They currently house seven (7) students. Half of these students do not have transportation.

Ms. Schmitt confirmed that the Haywood Mall Rd. route (route 8) is the closest route. We need to look at the proposed site and figure out the cost. Shelters can be prioritized. This will be addressed by the Development Committee during their meeting. Mr. Carter asked staff to have a preliminary meeting and present information to the Development Committee. Mr. Jackson stated that right now, the dots do not connect. Utilization of JARC/New Freedom Grant is a possibility. The students are interning with companies. Staff/Board will explore possibility of a shuttle that connects with Rt. 8; there is a possibility of putting it under an existing grant and perhaps CUICAR can come up with part of the match. Mr. Jackson stated that sustainability is the key component. No funds are available for day to day operations. Doug Frate (formerly with the FTA) stated that there could be potential under the 5317 grant (New Freedom) provided it is open to the general public. Mr. Jackson stated that Woodruff Rd. is a challenge in that the time table would be affected. Ms. Schmitt stated that it would have to be a drop and go shuttle. Mr. Carter extended an invitation to Ms. Lee and Ms. Hutcheson to attend the next Development Committee. Mr. Carter stated that we have a lot of places we want to go, but are unable to go due to lack of funds. Bob Jones had similar concerns; they have a large international student body. We will be exploring possibly connecting to the Furman campus. Staff needs to come up with a concept and try to figure out how to fill the gaps. Mr. Jackson stated he spoke with Ms. Lee several months ago, and he had GIS put together a map. The bottom line is how to pay for the service.

Doug Emr addressed the Board regarding Zip Cars – Mr. Emr met Carl Jackson last week. He felt Zip Cars might be an alternative for CUICAR. He stated that Zip Cars would have multiple drop offs around the city. Persons utilizing Zip Cars pay a yearly membership fee of \$50.00 and pay \$7 per hours to use a car. There could be drop off points by a University and possibly one at Woodruff Rd. Participants would be provided with a gas card at no charge. Hybrid cars are typically used. This would take the burden off the City and put it on private firms which would eliminate finding a way to fund. Mr. Carter stated he would be happy to call Zip Cars for them to meet with the GTA Board. Mr. Emr stated Bicycle Rentals would also be another alternative and could be operated similar to the Zip Cars. Mr. Emr was informed that GTA is exploring bicycle rentals.

John Castile, Interim City Manager – Mr. Castile entertained questions from the Board regarding the pending departure of Jim Bourey as City Manager as it pertains to GTA/Greenlink. He reassured the Board that GTA was valued as a partner. The City is still committed to having the best transit system possible and he is familiar with the projects. The City will continue in its role as operating agency and the Board as policy maker. We are fortunate to have a talented group of senior executives; his role is to hold things down. Mr. Matt Carter stated that he is confident in the good relationship that exists between the Board and the City. Mr. Carter stated that he wants ideas from the City, and GTA wants to pursue more public transit in Greenville.

Approval of March 22, 2010 Minutes

Corrections:

Line 154 – Correct building name where ICR Workshop will be held. Change from Joyner Hoover to Joyner.

Lines 68 - 71 – Mr. Carter asked for clarification regarding under bus replacement which states Gordon King and Shelia Schmitt will go to California to inspect the buses. Mr. Jackson stated that Gordon King would be attending instead of Mike Horne. Mr. Carter asked whether it was an industry standard to have the buses inspected while they are being assembled. Mr. Jackson stated that they would need to be able to see the different stages of the process. They will look at harnessing and do checks and balances. They will also view fare boxes which must be striped and make sure Greenlink logos are on buses.

A motion to approve the March Minutes was made by Mr. John Boyd and was seconded by Mr. David Mitchell. No opposers. The motion carries unanimously.

Committee Reports

The Development Committee Report for the April 19th meeting was given by Mr. David Mitchell.

Eric Benini and Helen Sanders (Leadership Greenville #36) and John Gardner (City of Mauldin) made presentations. Two new requests for board action requests were submitted to the Development Committee:

1st Recommendation

- JARC/New Freedom Grant Applications – Upstate Shuttle Service and City Greenville Parks Department applied.

Upstate Shuttle Service (Applicant for JARC funds) – This proposal involved transporting from Cherrydale to Furman. The Committee had concerns but recommended to tentatively approve. However, since the meeting, there was a conference call with Upstate Shuttle Service. The concerns of the committee were not satisfied regarding the budget they proposed. The committee now feels that the application from Upstate Shuttle Service should be declined. In reviewing

their proposal with respect to cost, it did not comply with the merits of what they are trying to operate. However, this is the short cycle, and they will have the opportunity to adjust their budget and reapply. Abbreviated funding deadline was April 15th. Mr. Matt Carter questioned Mr. Baney as to how a private company was able to compete against GTA for this grant. Mr. Baney stated that the money to operate was not in our approved budget. Being able to sustain the route for the next ten years is an issue. JARC is for only one year; you have to reapply each year. GTA could not meet the 20% or 50% match with this year's budget.

The Development Committee is amending its recommendation to the full board which is in their minutes where they initially recommended approving the application from the Greenville City Parks and Recreation Department under New Freedom and tentatively recommended approval of the Upstate Shuttle Service JARC application dependent upon USS satisfactorily addressing the concerns expressed by the JARC/New Freedom committee. The feeling from the committee is that they did not have a reasonable budget and had too many variances; they listed 46 stops which is unrealistic. The initial recommendation presented from the Development did not list the amount GTA would receive. The recommendation approved today will list the amount GTA will receive as \$5,800.00.

The Development Committee recommends approval of the City Parks and Recreation Department application for \$58,000.00 in funds under the New Freedom Grant. GTA will get receive \$5,800.00. This is a recommendation from the Development Committee. Therefore, a second is not required. There are no opposers. The motion carries.

2nd Recommendation

Jenny Stroud attended the Development Committee Meeting to request permission for the City to have environmental testing completed for 106 and 154 Augusta St. properties. The Development Committee recommends allowing the City to have Phase I and Phase II environmental testing conducted for 106 and 154 Augusta St. properties via grant obtained from the EPA. They have additional funding towards abatement. The grant from the EPA is in the amount of \$600,000.00 (for GTA and other businesses). When properties are developed, the testing must be completed. This was sent to the Finance Committee for their review as well. Mr. Carter asked that the City provide the Board with copies of the results of the studies. He also asked Lorrie Brown give print out of the Platt for 106 and 154 Augusta Street properties to newest board member, John Boyd.

A motion made to allow the City to have Phase I and Phase II environmental testing conducted for 106 Augusta Street and 154 Augusta Street GTA properties. Since this is a recommendation from the Development Committee, a second not required. No opposers. The motion carries.

- Leadership Greenville #36 is working on a project with the Sterling Community. Helen Sanders with Leadership Greenville 36 gave presentation to the Committee regarding putting a bus stop along Dunbar Street. They are requesting a bus stop near the project stop (back entrance of St. Francis). Mr. Mitchell asked that it be noted in the minutes that he is a member of Leadership Greenville #36. Mr. Mitchell stated he would like for something to be done. Shelia Schmitt has been asked to do an assessment.
- Mauldin Simpsonville Grant (Expansion of Bus Route to Mauldin) - Mauldin/Simpson Grant was discussed. John Gardner represented Mauldin and gave presentation to the committee. The money must be committed by September. Mr. Jackson stated we will have a series of meetings with John Gardner. The Mayor of Mauldin is on board. Simpsonville is having financial challenges with budget constraints. For further consideration, a budget needs to be established. There is an assumption by Mr. Gardner that they can get State Mass Transit Funds and 5307 funds due to the population being under 200,000. Part of funding formula must be addressed since fare will not pay 50%. This has to be put on fast track, since it must be committed by September. Mr. Jackson is confident that we can find rolling stock due to relationship established with the Florida Consortium. GTA needs to discuss the type of agreement (purchase to service or tri party) because they will be purchasing the service from GTA. GTA has to be a part of the equation. The farebox typically only covers around 20% of the cost to run. Mauldin/Simpsonville or the County will need to fill the hole. By addressing the budget, we can figure out the cost of mileage, etc. We must be able to provide Mauldin with numbers for them to make decisions. Mr. Jackson anticipates having proposed budget in the next couple of months. John Gardner put down what he thinks the service will cost (enclosed in board package).
- Transfer Center Renovations – The renovations are on track. Neal Prince anticipates detail design for Phase II to be 75% complete by month-end.
- Public Information Plan – Public Hearing on Master Plan was held on March 15th. The next e-newsletter was scheduled to go out on April 20th.
- Bus Shelters – Eighteen shelters have been installed and twenty-five new shelters have been ordered. No route info on shelters yet. Discussions scheduled with County Council Member, Ms. Norris, regarding her shelter request.
- The Transit Master Plan is nearing completion. A version should be issued at month's end.
- The Greenville Tech NW Campus meeting was held on 4/15; we are looking forward to moving forward with plans. Test runs have been done.

- Bus Replacement - Buses expected to arrive around late May or early June.
- CAD/AVL - We are waiting for this grant to be approved.
- Shelter Enhancements - Program implementation plan begun by City staff.

The Finance Committee Report from the April 21st meeting was given by Mr. Ken Swain.

- Appraisals have been completed for the 106 and 154 Augusta Street properties, and Mr. Jackson has looked at two potential sites for relocation.
- Discussing options with City Parking regarding receive revenue from parking spaces at 106 August St. facility. There are 30 parking spaces.

The Finance Committee recommends paying invoices (copies in package) in the amount of \$222,823.30. Since this is a recommendation from the Finance Committee, a second not required. No opposers. The motion carries.

- Carl Jackson gave project report.
- Application submitted for 5309 funds to purchase video and radio equipment.
- Greenville Foundation is a possible grant. Options being considered.
- SCDOT SMTF (Annual apportionment) application submitted.
- Burned Bus Insurance Payment - The FTA cannot tell us how to return the money.
- Budget Amendment - Budget was adopted at 15.6% indirect cost rate; need to adopt at the new cost rate of 18.11%.

A discussion of the reason for the revised budget was initiated by Mr. Matt Carter. He stated his initial understanding for the revised budget was due to change in cost rate. However, other differences were outlined in enclosed Adopted Budget vs. Amended Budget prepared by Greg Baney. Mr. Carter did not see the necessity for revision the budget. Though revenue was lost, there will be no surplus in the approved budget. Greg Baney stated the amended budget was not previously approved due to the indirect cost rate. In addition to the change in indirect cost rate from 15.6 % to 18.11%, the following other items were included in revised the budget (per Greg Baney's Spread Sheet):

- 1) Demolition of 106 Augusta St. facility and conversion into bus parking pad for newly acquired fleet was included, but this will not take place due to there still being "useful life" in the building.
- 2) The Transit Center Renovation - 5309 funds were listed for reason other than what it was to be used for. Therefore, it was taken out.
- 3) The amount of funds due to FTA as a result of overdraft referenced on summary page decreased from \$192,382.00 to \$32,000.00. This decrease in the amount of \$165,382.00 can be attributed to an overestimation of the amount due to the FTA.

The Finance Committee recommends to the full board approval of the revised budget. Since this is a recommendation from the Finance Committee, a second is not required. A vote was taken. There were no opposers. The motion carries.

- JARC/New Freedom - At the request of the Development Committee, the Finance Committee discussed JARC/New Freedom Applications and concurs with the Development Committee recommendation to recommend to the full board approval of Greenville City Parks and Recreation Department application in the amount of \$58,000.00. *This has already been approved in previous motion; therefore, no further action will be taken.*
- Request to do Environmental Assessment of Greenlink properties located at 106 Augusta Street and 154 Augusta St. - Also at the request of the Development Committee, the Finance Committee discussed the proposed request from the City to do environmental assessment of GTA properties located at 106 Augusta St. and 154 August St. The Finance Committee concurs with the Development Committee recommendation. *This has already been approved in previous motion; therefore, no further action will be taken.*

The Management report was given by Carl Jackson. The report is enclosed in board package.

- Route Maps - The City thought they had a vendor who could do route maps. However, they were unable to do detail that was needed. Map will be able to be folded and must be able to fit in panels.
- Master Plan - City staff will meet with URS on April 29th to discuss the Master Plan. There were some comments from City Council regarding the master plan during May 5th City Council Workshop. They were concerned that we had not reached out enough to hospitals, etc.
- Indirect Cost Workshop will still be done for information purposes especially for new Board Members to help them get an idea of ICR. We have a historical perspective to show them. Can use the budget spreadsheet.
- Speakers Bureau - Carl Jackson spoke at City Neighborhood Association meeting.
- Proterra - Met with Dale Hill with Proterra; he wants to make presentation regarding his new technology.

Proterra is pushing bus rapid transit. Carl Jackson asked whether the presentation should go to full board or committees. Mr. Carter suggested having presentation 15 minutes prior to the board meeting.

- Mr. Jackson stated that Phil Robey addressed GTA getting in line with City for FY 11 budget. County has 2 year cycle and city has 1 year cycle.

Additional Discussion:

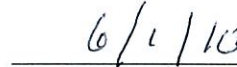
- Mr. Jackson seeks permission from the Board to explore other properties. Discussion of properties should go through the Finance Committee.
- Mr. Jackson attended the Furman meeting. Dr. Shii (Furman) gave information and is pro bus rapid transit. GTA looks forward to working with Proterra. Our driving document is the Master Plan. This must be put in STIP and TIP. The recommendation should have BRT. The FTA looks at sustainability.

A motion to adjourn was made by Mr. Trey Fouché and seconded by Mr. Jan Williams. No opposers. The meeting is adjourned.

Prepared by:


Lorrie Brown, GTA Administrative Assistant

Date:



Approved by:


Mr. Matt Carter, Chairman

Date:

